

## **CASE Tool 4-3: Sample Correspondence Guidelines**

### **ABSTRACT**

The intent of CASE Tool 4-3, *Sample Correspondence Guidelines*, is to make it faster and easier to access correspondence with appropriate verbiage addressing some commonly encountered situations that can increase your risk. The sample correspondence contained within this tool is intended to be sent to the Client, Owner, Sub-consultant, Building Official, Employee, etc., in order to keep them informed about a certain facet of a project or their employment.